



STAFF RECRUITMENT POLICY

Status	Non-Statutory	Updated	October 2022
Any other statutory names for this policy		Date first approved	September 2020
Responsibility for this policy	Headteacher	Date last reviewed	October 2022
Governors' Committee with responsibility for its review	Personnel Committee	Frequency of review	Every three years
Tick here if Bucks Policy attached in its entirety		To be put on the school website?	Yes
Approval necessary	Personnel Committee		

This document describes the recruitment policy for all staff at Aylesbury High School (AHS). All provisions of the current Keeping Children Safe in Education are incorporated within this policy.

1 Opening Statement

1.1 This policy will apply to the recruitment of all staff.

1.2 Decisions concerning the need to recruit staff to meet the staffing structure are delegated to the Headteacher by the Governing Body. All such decisions will be made in the context of the relevant curricular needs and financial circumstances.

1.3 Decisions concerning the remuneration for posts will be made in accordance with the AHS Pay Policy.

1.4 In line with this policy AHS aims to:

- Make recruitment decisions based solely on merit against objective criteria
- Assess qualifications, experience and skills at the appropriate level for the vacant role
- Maintain equality of opportunity at all stages of recruitment and selection
- Send a positive image to applicants who may be future employees or clients
- Enhance the quality of the candidate pool
- Reduce the risk of bad selection decisions

2 Equal Opportunities

The governing body will abide by all relevant legislation and, in particular, will not discriminate on grounds of any of the protected characteristics listed in the 2010 Equality Act:

- age
- gender reassignment
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation

The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development in line with the AHS Equality and Diversity Statement

3 Advertising posts

3.1 Determination of the need to advertise nationally, locally or internally

3.1.1 National advertisements may be placed for permanent posts which are newly created or in those cases where the previous postholder has resigned/retired. Such an advertisement for Teaching roles will usually be placed on the TES website and the Government recruitment site (<https://teaching-vacancies.service.gov.uk/>) and for Non-teaching posts adverts will be placed on social media and the Government recruitment site. Additionally adverts may be circulated with recruitment agencies, where experience indicates that this is necessary to attract a suitable field. An advertisement may also be placed on social media, local newspapers and websites and where a suitable national publication exists which is relevant to a particular post, an advertisement may also be placed in that publication.

3.1.2 In cases where a member of staff is employed on a fixed term contract for a post which then becomes available as a permanent post, that member of staff may be offered the permanent post without further advertising subject to approval by the Governors' Personnel and Resources Committees.

3.1.3 For fixed term posts, such as those to cover maternity leave, the advertisement will normally be placed on the TES website, the Government recruitment site (<https://teaching-vacancies.service.gov.uk/>) and in the school newsletter.

3.1.4 Where staff are invited to take on a management or leadership responsibility for a fixed term in an acting capacity, the acting post will be advertised internally.

3.2 Content of advertisements

Advertisements for Teaching posts will specify the main subjects to be taught and/or the nature of any management responsibility, the start date of the appointment, whether the post is permanent or fixed term and, in the case of fixed term contracts, the end date of the contract.

The remuneration for the post will be expressed in terms of the applicable pay scales for teachers as published by the DfE and for non-teaching staff in line with the AHS Pay Range. All pay ranges are published in the AHS Pay Policy

The closing date for applications will be stated. In most cases, the date will be two weeks after the expected date of the first appearance of the advertisement.

All recruitment advertisements will include the following sentences:

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Appointment will be subject to references which are satisfactory for the advertised post, enhanced DBS with barred list information, identity checks and prohibition orders and qualification checks as appropriate.

4 Applications

4.1 Process

Prospective applicants will respond to the advertisement by requesting or downloading further information, an application form and an equal opportunities monitoring form. The application

and equal opportunities forms will be returned to the school by the specified closing date accompanied by a supporting letter. Other forms of curriculum vitae are not acceptable in place of a completed application form.

5 Selection process

5.1 Long listing and requesting references

When a large number of applications are received, a long list of the most suitable candidates will be drawn as follows:

5.1.1 For the post of Headteacher, a panel of at least 5 Governors which will include the Chair of Governors;

5.1.2 For the post of Deputy Headteacher, representatives from the Governing Body and the Headteacher;

5.1.3 For all other teaching posts, the Deputy Headteacher together with one or more members of the Leadership Team and/or the relevant STL/CM as appropriate.

5.1.4 For Non Teaching posts, the Finance and Operations director with one member of the Leadership Team and / or the relevant line manager.

The long listing will be carried out by considering each application against an agreed set of criteria. This will detail essential and desirable qualifications, qualities and experience for the postholder.

References will be requested for all applicants on the long list. Referees will be asked to complete the school reference request form which asks for confirmation about the suitability to work with children and whether the applicant has been subject to any disciplinary procedures. Referees will also be asked to comment on the suitability of the candidate for the post taking into account the job title, the job description and the person specification.

References should always be obtained from the candidate's current employer. Where the candidate is not currently employed, verification of their most recent period of employment and reasons for leaving should be obtained from the organisation that they were last employed.

References should always be requested directly from the referee and preferably from a senior person with appropriate authority, not just a colleague.

In those cases where a small number of applications are received (generally fewer than 10), references may be requested for all applicants obviating the need for long listing. For posts where it is known that recruitment is likely to be difficult, references may be requested as the applications are received in order to reduce the time from the closing date to making the appointment.

5.2 Short listing and calling for interview

5.2.1 Once references have been received, a shortlist of candidates will be compiled and these candidates will be invited for interview. The shortlist will usually be compiled by a similar group to those involved in long listing conducted objectively, against the agreed shortlisting criteria (i.e. not allowing the goal posts to be changed to suit a candidate and advising against relying on 'gut instinct')

- Carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available

online, which the school might want to explore with the applicant at interview. Shortlisted candidates must be told that this search will be carried out.

5.2.2 When the candidates are invited for interview, they will be given information concerning the interview, including the need to prepare for any demonstration lesson, presentations or other activities that may be required.

5.2.3 All unsuccessful candidates will be contacted.

5.2.4 Enough time will be allowed for interviews to be arranged and to allow candidates enough time to prepare.

5.3 Interviews

5.3.1 In most cases, all candidates for a teaching post will be invited to attend for an interview at the same time. For non-teaching posts, candidates may be called for interview at various times during the day. In all cases the HR manager will send an information pack to all candidates in advance, detailing the process that will occur.

5.3.2 On arrival, candidates will be welcomed by the Line Manager or a member of the Leadership Team, who will outline the programme for the day, explain any particular circumstances concerning the post and provide a general overview of the school. They will also inform the candidates the order in which they will take part in the various elements of the selection process.

5.3.3 During the process, where possible, the candidates will have a tour of the school. This will be conducted by student guides. It will be made clear to the candidates that students conducting the tour will not be asked for their opinions about the candidates. The candidates will usually be shown around the school in small groups.

5.3.4 The candidates will be given an opportunity to demonstrate their skills and experience. For teaching staff they may be asked to give a demonstration lesson. If this is used as part of the selection process, the teaching group will be one which is not likely to present behavioural difficulties. In many cases, more than one teaching group will be involved and care will be taken to ensure that the teaching groups used provide similar opportunities for the candidates to demonstrate their teaching style and skills. The timetable and classes chosen will be constructed to avoid a candidate teaching the same lesson to a class as a previous candidate. Each lesson will be observed by an appropriate member of staff

5.3.5 For those posts which include a major management responsibility (Head of Year, Subject Team Leader, Heads of Section, Leadership Team), the candidates may be asked to give a presentation about a management related topic. The presentation will be of 10 to 15 minutes duration

5.3.6 For some posts, the interview schedule will include one to one interviews with a member of the Leadership Team who is not a member of the final interview panel.

5.3.7 For non-teaching posts a related task or activity may be set as part of the interview process.

5.3.8 The formal interview panel will generally include at least the line-manager and a member of staff that has completed Safer Recruitment certification:

- For main and upper scale teaching posts the Headteacher/ Deputy Headteacher, Assistant Head and the relevant line manager.
- For posts with a significant area of responsibility, it may be appropriate to include a Governor on the panel.
- For Assistant or Deputy Headteacher posts, usually two governors in addition to staff already listed.

- For Headteacher posts, three or more of the full governing body.
- For Non-teaching roles the Finance and Operations manager SSD may be the chair of the panel with at least one relevant non-teaching staff team leader.
- For senior non-teaching staff appointments, the Headteacher or Deputy Head will chair the interview panel.
- For Learning Support staff the interview panel will include the DSL and SENCO.

Wherever possible, there will be male and female members of the interview panel. The panel will convene before the start time for the interviews in order to agree the questions that the candidates will be asked and who will ask each question.

5.3.9 When candidates attend for interview, they will be expected to provide:

- Originals of the relevant certificates as proof of their qualifications where these are required for the post
- Suitable photographic proof of identity (driving licence photocard or passport)
- Proof of address - recent utility bill, bank or credit card statement (no more than 3 months old)
- Verification of their right to work in the UK

These will be checked by the member of the interview panel who holds the Safer Recruitment accreditation.

5.3.10 Interviews should normally be less than 60 minutes in duration. This does not apply to the post of Headteacher.

5.3.11 The core interview questions should be the same for each candidate. The only variation between candidates will be for those questions which refer directly to the application form, letter of application, references or issues that have arisen earlier in the selection process.

5.3.12 At the end of the interviews, the candidates should be asked if they have any questions for the panel.

5.3.13 The chair of the panel will ask whether he or she is still a firm candidate for the post.

5.4 Making the final selection

5.4.1 The panel will make the final selection. The reasons for the unsuccessful candidates not being appointed will also be agreed so that the chair of the selection panel can provide feedback to those candidates.

5.4.2 The successful candidate will be formally offered the post and the salary level will be confirmed. The offer will be made subject to:

- A satisfactory enhanced DBS and barred list check
- A check that the candidate is not subject to a prohibition order using the Employer Access Online service with
- The receipt of a completed health check questionnaire that is satisfactory for the role they will perform with
- The receipt of signed hard copies of references, that are satisfactory, where these have not already been received.
- A valid work permit for overseas candidates.
- Agreement to undertake safeguarding training as soon as practicable and within one month of the start of the contract.
- An overseas police check if the candidate has lived outside the UK for 3 months or more in the previous five years.

5.4.3 The unsuccessful candidates will be informed of the decision and, wherever possible, they will each be offered feedback on their interviews. The successful candidate is not offered feedback.

6 Confirming the appointment

6.1 A letter confirming the offer of the post will be sent to the successful candidate on the next working day following the interview. The letter will ask the candidate to confirm their acceptance of the post and to state that it will be assumed that they will wish to contribute to the teachers' pension scheme unless they write specifically to the contrary. The letter will also reaffirm any conditions to which the appointment is subject ref 5.4.2 above.

6.2 Paperwork including bank details request, DBS check forms and other details will be sent to the successful applicant with the above letter. A formal contract will be sent on receipt of the letter confirming acceptance.

7 Taking up the post

7.1 Candidates may not take up their post until the following have been completed:

- An enhanced DBS with barred list information check carried out and a member of staff with current Safer Recruitment training has seen the DBS certificate
- A check has been made that the candidate is not subject to a prohibition order using the Employer Access Online service
- Proof of identity has been recorded (ref 5.4.2)
- A Qualifications check where appropriate (ref 5.4.2)
- Signed hard copies of references have been obtained and placed in the candidate's file
- A valid work permit has been received for overseas candidates
- An original overseas police check has been seen if required
- The candidate's details have been added to the school's Single Central Record
- The candidate has confirmed that they have read the safeguarding statement available from the school's website

7.2 The school reserves the right to withdraw the offer of employment or to terminate employment with immediate effect if the DBS checks reveal convictions which have not been declared on the application form or if any of the documents referred to in section 7.1 have been falsified in any way.

8. 'Refer a Friend' Scheme

8.1 AHS operates a 'Refer a Friend' Scheme.

If an existing employee recommends a friend or a relative, who is then successfully appointed following appropriate recruitment and selection processes for a permanent post, the employee will receive a referral bonus of £200 - half payable on the appointment of the individual and half after the successful completion of their induction period. This payment is subject to tax and NI. The referrer must not play a role in, nor seek to influence, the selection process.

8.2 As soon as an employee is aware that a friend or family member has applied for or been successful in being appointed to a position at AHS and it wasn't as a result of 8.1 above, the relationship must be declared to the Headteacher (and they must not play a part in, nor seek to influence, their appointment)